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: UNITED STATES DEPARTMENT OF AGRICULTURE  
: Production and Marketing Administration  
: Washington 25, D. C.  
:  
: Number 164 December 27, 1948  
:  
: PMA PROCEDURE TRANSMITTAL

NEW RELEASES

ADMINISTRATIVE  
NOTICE 114  
12-10-48

TIME OFF FOR EMPLOYEES ON FRIDAY, DECEMBER 24:  
This notice provided that all employees of the Department of Agriculture, in both the departmental and field services, be given time off the last four hours of the working day on Friday, December 24. Distribution: A, B. (Distributed Separately).

127.18  
12-14-48

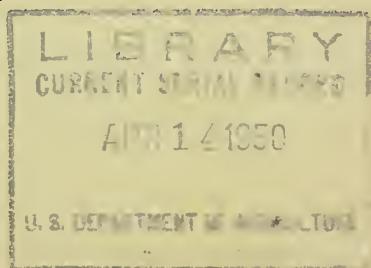
ORDERS FOR SERVICES: This instruction is designed to clarify and improve operating procedures covering the issuance and numbering of orders for services. This definitely obsoletes OD-Director's Memorandum No. 15, Supplement 13, which has been the only written procedure available. This procedure conforms to current and contemplated Fiscal procedures governing the use and assignment of contract symbols on orders for services. Distribution: A (B-09, 15, 30).

CCC Form 8  
12-22-48

APPOINTMENT OF CONTRACTING OFFICER: Preparation and use of this form is outlined in PMA Instruction 101.6 which was distributed separately. Distribution: A.

PMA-503  
12-22-48

DESIGNATION OF REPRESENTATIVE - SECTION 32 AND NATIONAL SCHOOL LUNCH PROGRAM: Preparation and use of this form is outlined in PMA Instruction 101.6 which was distributed separately. Distribution: A



DISTRIBUTION  
A, B

Page 1

REVISIONS AND CHANGES

125.2            PROCEDURE FOR INITIATING AND REVISING PROJECTS.  
12-13-48            UNDER THE RESEARCH AND MARKETING ACT: This procedure supersedes PMA Instruction 125.2, dated 8-19-47. It incorporates currently applicable parts of that instruction, of instructions issued by the Administrator, R&M Act, and by the Office of Budget and Finance, and of informal instructions issued by PMA since August 1947, as well as new or revised provisions. One of the new provisions provides for the establishment of a central PMA reference service on projects covering marketing and statistical activities. Remove old Instruction 125.2, dated 8-19-47 from the manual and insert the attached. Distribution: (A-Washington only) (B except B-05,      10, 15, 26, 30).

309.1            PERSONNEL STATISTICS REPORTS: Paragraph II A 6, 7, 8 and 9 change "CCC Field Offices" to "PMA Commodity Office." A rerun of this instruction, which is being made at this time for stock, incorporates this change. Distribution: A.

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## ORDERS FOR SERVICES

## I PURPOSE AND SCOPE

A This Instruction prescribes the use and establishes authority for the issuance of Order for Services, Form SS-5, in connection with the servicing of USDA (PMA)-CCC commodities.

B An Order for Services, Form SS-5, is a form of contract, negotiated by a contracting officer of the United States Department of Agriculture or the Commodity Credit Corporation, to authorize services and such materials as may be required in supplying the services.

## II ISSUANCE AND APPROVAL OF ORDERS FOR SERVICES

A Authority - Orders for Services shall be issued by contracting officers of USDA or CCC, pursuant to and within the limitations of the delegated contracting authority, and as set forth in PMA Instruction 101.6 and Exhibit A, attached thereto. Where the value of the services to be rendered exceeds the contracting authority limitation of the issuing officer, the Order for Services must be approved and signed by an approving officer who has appropriate contracting authority.

B Title of Issuing and Approving Officers

1 Issuing Officer - PMA employees designated as contracting officers of CCC have authority to issue Orders for Services in behalf of the CCC using "Contracting Officer, CCC" as their title; or for the USDA, as duly authorized representatives of the Secretary on appropriated fund programs (Section 32, and Section 6 - National School Lunch Programs), using their official title, example "Chief, SS Div.", and in addition thereto "Representative of the Secretary, USDA."

2 Approving Officer - The title of the Approving Officer, when necessary, shall be typed in the appropriate space on the Order for Services and will be the approving officer's functional title; example "Director, PMA Commodity Office."

## III RESPONSIBILITY FOR LEGAL CLEARANCE

The contracting officer having authority to issue the Order for Services shall be responsible for obtaining legal clearance of the Order for Services, when necessary, with the Office of the Solicitor or the regional attorneys of the Office of the Solicitor. The

PT-164	DISTRIBUTION (A) (B-09, 15, 30)	PAGE 1 ( 12-14-48 )
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## ORDERS FOR SERVICES

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(III)

clearance shall include a determination as to compliance with provisions of the Walsh-Healey Act where the cost exceeds \$10,000. A list of regional attorneys is contained in PMA Instruction 120.3.

### IV USE OF ORDERS FOR SERVICES

A Conditions Under Which Orders for Services May Be Issued - An Order for Services may be issued when the service to be performed is a one-time service and no other form of contract is available for use or when time will not permit the execution of another form of contract.

B Conditions Under Which Orders for Services May Not Be Issued - An Order for Services may not be used to buy, sell or process commodities, to contract for storage space or to contract for services of a continuing nature.

### V PREPARATION AND DISTRIBUTION OF ORDERS FOR SERVICES

A Preparation - The Order for Services, Form SS-5, is a carbon insert form made up in an original and five copies. The information indicated below shall be inserted in the appropriate spaces on all copies of the Order for Services.

1 Contracting Agency - Insert CCC or USDA (depending on the funds to be used) and the office address (such as, PMA Commodity Office) preparing the Order for Services.

2 To - Insert the name and address of the contractor.

3 Appropriation No. - Insert the USDA program, such as "Section 32", or "Section 6", etc., or the CCC program, such as "General Supply program".

4 Contract Number - Insert the contract symbols and number assigned and make sure that the contract symbols properly identify the program chargeable. Refer to Paragraph VI for instructions on the assigning of contract symbols and numbers.

5 Commodity Code Number - Insert the correct commodity code number for the commodity being serviced. In case it is impossible to determine the correct code number, insert the name of the commodity.

ORDERS FOR SERVICES

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(V A)

6 Program Number - Insert the program name or docket symbol for the commodity being serviced, such as the "General Supply Program", etc.

7 Date - Insert the date the Order for Services is issued.

8 Time of Performance - Insert the on or before date the contractor is supposed to complete the service.

9 Services to be Performed at - Insert the address at which the service is to be performed.

10 Description of Services - Insert a complete description of the service and materials, including the nature of service, unit, cost per unit, and number of units.

11 Signature of Issuing Officer and Title of Issuing Officer - refer to Par. II B, "Title - Issuing Officer."

12 Signature of Approving Officer and Title of Approving Officer - refer to Par. II B, "Title - Approving Officer."

13 Brief Justification for using Order for Services rather than Standard Contract - (For PMA-CCC use only - OMIT ON CONTRACTOR'S COPIES). Insert a brief statement as to why the Order for Services is being used, such as "one time service", etc.

14 Issuing and Approving officers should use an indelible pencil to sign an Order for Services so that the signatures will appear on all copies except the sixth or contractor's unsigned copy.

B Distribution - The original and five copies of the Order for Services will be distributed as follows:

Original and

1 copy - For use of Fiscal Division, PMA Commodity Office where the Order for Services is issued.

1 copy - Food Distribution Programs Branch. Washington, D. C. on Section 6, National School Lunch Program; otherwise, to be retained in the preparing office files,

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ORDERS FOR SERVICES

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(V B)

- 1 copy - Contractor's executed copy is to be sent to the contractor
- 1 copy - Contractor's unsigned copy, to be sent to the contractor. The contractor must attach the unsigned copy to his voucher to facilitate payment.
- 1 copy - File copy - to be kept in the preparing office files.

VI CONTRACT SYMBOLS AND NUMBERS

Order for Services will be assigned contract symbols and numbers. Instructions with reference to the appropriate symbols to be used and the responsibility for the assignment, maintenance and reporting of such symbols and numbers are contained in PMA Instruction 455.1 entitled "Contract Symbols and Numbers."

VII RELATED INSTRUCTIONS

PMA Instruction 101.6  
PMA Instruction 120.3  
PMA Instruction 433.1

VIII SUPERSEDED INSTRUCTION

This Instruction supersedes Director's Memorandum (Office of Distribution) No. 15 Supplement 13 dated November 23, 1944.

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COMMODITY CREDIT CORPORATION  
FORM 8

USDA-PMA

USDA-PMA  
COMMODITY CREDIT CORPORATION  
FORM 8  
(10-26-48)

APPOINTMENT OF CONTRACTING OFFICER

Pursuant to the authority vested in me by the bylaws of Commodity Credit Corporation, the following-named person is hereby appointed a contracting officer of Commodity Credit Corporation, with authority to execute, in the name of the Corporation, contracts, agreements, or other documents, or any amendments or supplements thereto, relating to the business of the Corporation carried out through the facilities of the organizational unit designated herein:

\_\_\_\_\_  
(NAME) \_\_\_\_\_ (ORGANIZATIONAL UNIT) \_\_\_\_\_ (OFFICIAL STATION)

The authority hereby conferred shall be exercised only in carrying out the authorized programs of Commodity Credit Corporation and in conformance with the applicable policies, plans, procedures and instructions of Commodity Credit Corporation and the Production and Marketing Administration.

The authority hereby conferred is subject to the following provisions (if none, write "none"):

- (a) The authority hereby conferred is limited to the execution of contracts not in excess of \$ \_\_\_\_\_ for each contract.
- (b) The authority hereby conferred shall be exercised only with respect to activities involving the following commodities or programs:
- (c) Other \_\_\_\_\_

This appointment shall continue in effect until superseded or revoked in writing. All previous appointments as contracting officer of the above-named person are hereby terminated.

\_\_\_\_\_  
(SIGNATURE) \_\_\_\_\_ (TITLE) \_\_\_\_\_ (DATE)

APPROVED:

\_\_\_\_\_  
MANAGER. COMMODITY CREDIT CORPORATION

Date \_\_\_\_\_

FORM NUMBER: COMMODITY CREDIT CORPORATION 8  
TITLE: APPOINTMENT OF CONTRACTING OFFICER ACTUAL SIZE: 8" X 10 $\frac{1}{2}$ "  
PRINTED: 1 side only.

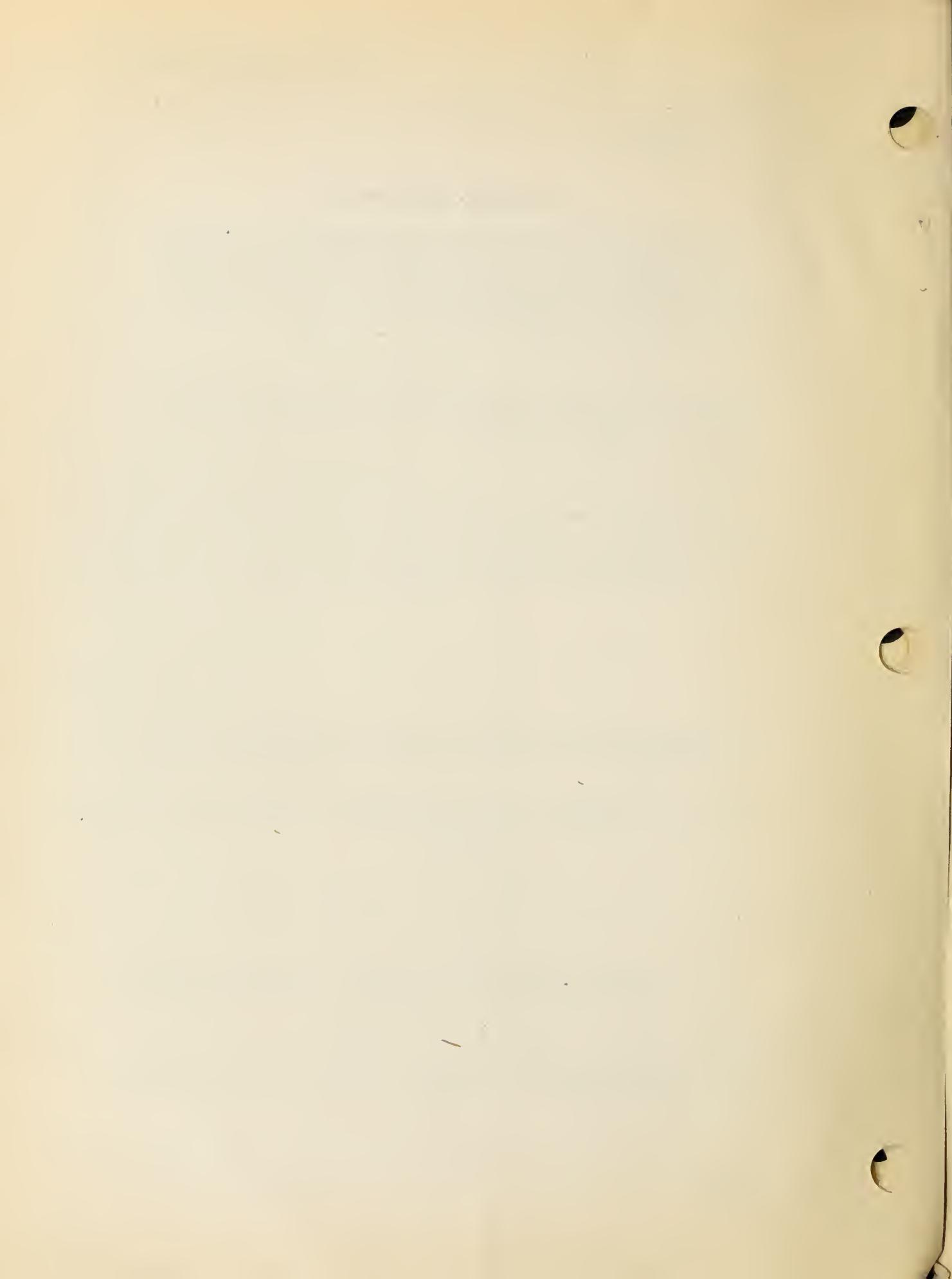
PREPARATION: Original and five copies by designated officers.

DISTRIBUTION: All copies to Dockets Unit of Administrative Services Division, Budget and Management Branch.

PROCEDURE COVERING USE: 101.6

DISTRIBUTION: A

12-22-48



FORM PMA-503  
(10-15-48)U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATIONDESIGNATION OF REPRESENTATIVE  
SECTION 32 AND NATIONAL SCHOOL LUNCH PROGRAMS

Pursuant to the authority vested in the Administrator of the Production and Marketing Administration by the Secretary of Agriculture (7 C.F.R. Part 2300 *et seq.*) to administer commodity programs under section 32 of the Act of August 24, 1935, as amended (7 U.S.C. 1946 ed. 612c) and section 6 of the National School Lunch Act (42 U.S.C. 1946 ed. 1755),

(NAME) \_\_\_\_\_ (ORGANIZATIONAL UNIT) \_\_\_\_\_ (OFFICIAL STATION) \_\_\_\_\_  
is hereby designated a representative of the Secretary with authority to execute contracts, agreements, or other documents, or any amendments or supplements thereto, in the name of the United States Department of Agriculture, relating to any of the following functions: (Delete functions not applicable)

- 1 Purchasing, exchanging, processing, packaging, or disposing of agricultural commodities, products thereof, and other foods;
- 2 Making of benefit or indemnity payments or purchasing and disposing of agricultural commodities and products thereof in connection with exportation, diversion, or utilization programs;
- 3 Transporting, storing, or handling of agricultural commodities, products thereof, and other foods, or disposing of or salvaging damaged, out of condition, or part lots of such commodities, products, and other foods.

The authority hereby conferred shall be exercised only in carrying out commodity programs approved by the Secretary of Agriculture pursuant to the above-mentioned statutory authority and involving commodities or activities which shall have been assigned to the organizational unit specified herein.

The authority hereby conferred is subject to the following provisions (if none write "none"):

- (a) The authority hereby conferred is limited to the execution of contracts not in excess of \$ \_\_\_\_\_ for each such contract.
- (b) The authority hereby conferred shall be exercised only with respect to activities involving the following commodities or programs:
- (c) Other \_\_\_\_\_

This designation shall continue in effect until superseded or revoked in writing. All previous designations as representative of the Secretary which have been issued to the above-named person are hereby terminated. \_\_\_\_\_

(SIGNATURE)

(TITLE)

(DATE)

APPROVED:

ADMINISTRATOR

Date \_\_\_\_\_

FORM NUMBER: PMA-503  
TITLE: DESIGNATION OF REPRESENTATIVEACTUAL SIZE: 8" X 10<sup>1</sup><sub>2</sub>"  
PRINTED: 1 side only

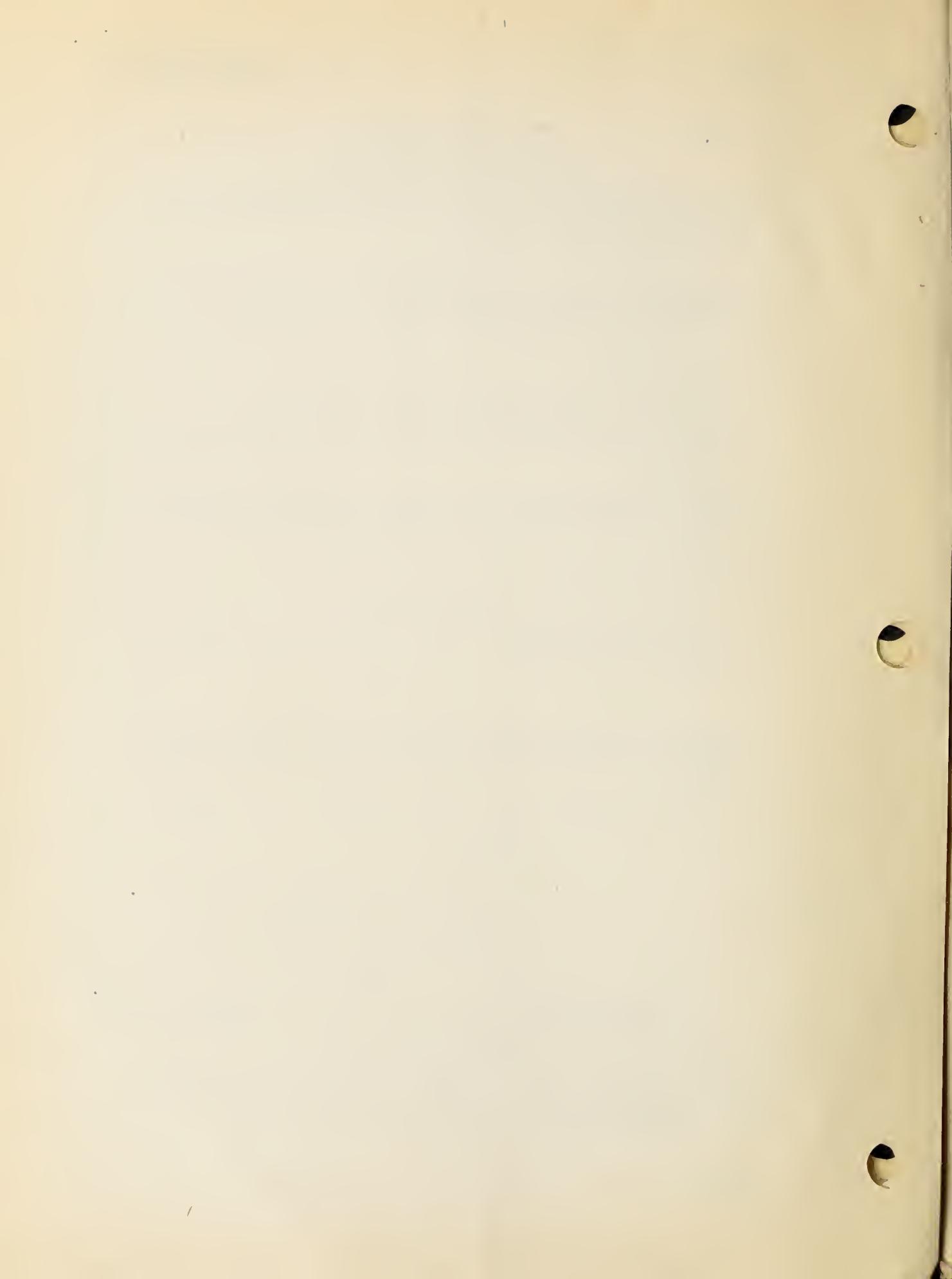
PREPARATION: Original and five copies by designated officers.

DISTRIBUTION: All copies to Dockets Unit of Administrative Services Division, Budget and Management Branch.

PROCEDURE COVERING USE: 101.6

DISTRIBUTION: A

12-22-48



U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATIONPROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

## I PURPOSE

The purpose of this Instruction is to outline the procedure to be followed by PMA branches in preparing and obtaining approval of projects to be carried out under the provisions of the Research and Marketing Act of 1946. For preparation of project statements involving contracting with public and private agencies, PMA Instruction 125.4 should also be consulted inasmuch as that Instruction specifies certain additional information which must be included in project statements proposing contract work.

## II PROJECT TYPES

The work to be undertaken under each Title of the Act is covered by three types of projects designated as follows:

1. Financial projects
2. Work projects
3. Line projects

A Financial Projects - The work to be undertaken by the various agencies under each Title of the Act is divided into several broad functional fields designated as financial projects. These projects have been assigned titles by the Administrator, Research and Marketing Act, as follows:

Title I  
Section 10(a)

I Developing new and improved uses of agricultural commodities.

II Improving human nutrition and extending food uses of agricultural commodities.

III Developing equipment and technological methods for improving the quality and processing of agricultural commodities.

Section 10(b)

I Improved use of manpower, soil, water, plant and animal resources for agricultural production.

II Reduction of hazards and risks in agricultural production.

III Improvement and better use of farm homes, buildings, equipment, power and other facilities.

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PT- 164	DISTRIBUTION: (A-Washington only). (B except B-05, 10, 15, 26, 30)	PAGE 1 ( 12-13-48 )
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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(II A)

IV Regional research in agricultural marketing.

TITLE II

I Basic data and information on supplies, movements, and prices of farm products.

II Expansion of outlets for farm products by analysis of foreign and domestic demand and consumer preference, location of new markets and markets for new products, and consumer education.

III Measurement and analysis of marketing services, costs and margins.

IV Improvement in the grading, handling, packaging, transportation, storage, and merchandising of farm products to preserve quality, decrease waste, and increase salability.

V Evaluation and improvement of marketing facilities, methods, policies, and organization and pricing practices to increase efficiency and effect economy in marketing processes.

B Work Projects - Under each financial project, there will be work projects covering several specific fields of work. A given branch may have one or more work projects under any one or more financial projects. For example, under one financial project, the Livestock Branch might have the following work projects: "Development and Improvement of U. S. Standard Grades for Livestock and Meat," "Improvement in the Application of Live Animal Grades," "Skirting and Sorting Wool at Ranches, Concentration Points, and Warehouses." Amounts of RMA funds allotted to the various branches are predicated on approved work projects.

C Line Projects - In most instances there will be line projects under work projects. Line projects are designed to particularize the work to be done under work projects and they should therefore be relatively limited in scope of objective and in length of time required for completion. For example, under a work project entitled "Improving Egg Processing Facilities and Practices to Increase Efficiency and Promote Quality" there could be two line projects, one entitled "Improving the Egg Grading Methods and Equipment" and one entitled "Improving the Shell Treating of Eggs to Retain Initial Quality." Line projects should be considered as aids to the Branches in planning the conduct of work authorized by work projects, for assigning responsibility to individuals engaged in RMA work and as a means of keeping the Assistant Administrator for Marketing currently informed of work being undertaken by the Branches. In some cases, work projects may be so limited in scope

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(II C)

that a further break-down into line projects would be superfluous. In those cases, the Branch should indicate at the time the work project is submitted for approval that it is impractical to subdivide the work further and that the work and line projects would be synonymous.

### III PREPARATION OF PROJECT STATEMENTS

**A Format Required** - Project statements must be prepared for all new or revised work projects according to the format shown in Exhibit A attached. New or revised line projects must be prepared on Form AD-149, "Line Project Outline."

**B Method of Preparation** - The following general instructions should be observed in preparing work and line projects. For joint projects, additional special instructions are provided in Paragraph V.

**1 General** - Care should be taken to assure that project statements propose work (a) which will not duplicate other projects already active under other funds, and (b) which would not initiate projects which may have been submitted under other funds and denied by the Congress (unless the Congress indicated that the work was of a type which should be undertaken under this Act).

**2 Project Number** - Leave blank.

**3 Financial Project Title** - Give appropriate title from list indicated in Paragraph II A.

**4 Work Project Title** - Give a brief title indicative of the work to be undertaken and sufficiently broad to include the various line projects falling under the work project.

**5 Line Project Title** - Give an appropriate title for the specific line of work which is proposed to be undertaken as a segment of the work project named above.

**6 Appropriation Title** - Example: RMA Title II, Section 203 (c). Unless specific space is provided, insert in blank space at top of form.

**7 Project Leaders** - Provide names of both persons directly responsible for work on the project and immediate supervisor.

PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(III B)

8 Location - Indicate both the headquarters from which the work is to be conducted and the area to be covered. Indicate by city, State, or region.

9 Duration - In estimating the duration of the project, the duration may be longer than the current fiscal year, but in no case shall the line project be of longer duration than the work project.

10 Description of Work - In describing the work, follow the outline provided on the prescribed forms. Give brief, succinct statements of what the problem is; its importance; need for work; relationship to present and previous work in the field; the object expected to be accomplished and the plan of work.

The statement of objectives should indicate developmental work to be done, services to be rendered, promotional work to be done, information to be assembled, analyses and determinations to be made, etc. The object should clearly relate to the problem and should not exceed the scope of such problem. The object for a work project should be sufficiently broad to include that of any line project which may be undertaken and the object for a line project should clearly indicate that it comes within the scope of the object of a work project. The plan of work should indicate how the objective(s) of the project is to be attained and should be consistent with the objectives as outlined.

Previous work related to the proposed project, in the Department or elsewhere, should be summarized to highlight work up to this point and work now in progress. Then show in what manner the work of this project would follow in logical sequence that which has gone before. This statement should deal only with other work having a direct bearing on the activity. The purpose of the statement on relationship to other work in progress is two-fold: It should show wherein the proposed project differs in emphasis or aspect from similar projects now in progress and which to a casual observer it might seem to duplicate, but it should also demonstrate the manner in which the work will complement other efforts in the field. It should be able to justify the existence of the proposed activity by emphasizing its points of divergence from similar efforts but at the same time demonstrating that it has a logical and necessary place in the broader accomplishment in the field. In the case of a line project it should be concerned with showing relationships between the line project being described and current

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(III B)

efforts being carried out under the same work or financial project, but it should also briefly treat related endeavors elsewhere in the Department or the Government.

11 Cooperation - Give names of other Department agencies, other Federal agencies, State agencies, industry groups, etc., with which informal cooperation is planned. For formal cooperation with another agency of the Department of Agriculture see "V - JOINT PROJECTS" below.

IV ROUTING AND APPROVAL

A Work Projects - All work projects will be dittoed. Twelve copies (See Paragraph V for number of copies to be submitted for joint projects.) will be submitted by the originating branch to the Assistant Administrator for Marketing with one copy signed by the Branch and others conformed. This project statement should be accompanied by a transmittal memorandum (original and three copies) prepared for signature of the Assistant Administrator for Marketing and addressed to the Administrator, Research and Marketing Act. This memorandum should contain information such as the relative importance placed upon the field of work by the appropriate Advisory Committee(s). The Office of the Assistant Administrator for Marketing will review the project to determine that the proper relationship exists between the proposal and previously approved or planned work in PMA. The Office of the Administrator for Marketing will send six copies of the proposed project to the Budget and Management Branch for review from a budgetary and organizational viewpoint, for routine checking against the central PMA reference file of research and service projects for items listed under III B of this Instruction or for other items as specifically requested by the Assistant Administrator for Marketing, and for compliance with the uniform project record system of the Department. (See Paragraph VIII of this Instruction for details on special central record and research reference service for PMA.) After review and approval of the project, the Assistant Administrator for Marketing shall forward six copies of the project to the Administrator, Research and Marketing Act. When the project is approved by the Administrator, Research and Marketing Act, and facsimiled copies for PMA are returned for PMA use, the Office of the Administrator for Marketing will send one copy to the originating branch and one copy to the central PMA Research Reference Service. The Reference Service will then send copies to the Departmental uniform project files as required by Department procedures.

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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B Line Projects - Line project statements will be dittoed and submitted by the originating branch in nine copies (one copy signed by the Branch Director, others conformed to the Assistant Administrator for Marketing), after covering work project has been approved and as each line of work is to be undertaken. The Office of the Assistant Administrator for Marketing will furnish the Budget and Management (BM) Branch three copies of the statement for a review similar to that for work projects. After the Assistant Administrator for Marketing approves the line project, the following distribution will be made: One copy to the Administrator, Research and Marketing Act, for informational purposes, one copy to the originating branch, and four copies to the central PMA Research Reference Service. The Reference Service will send the required copies to the Department project files.

C Extra Copies - In addition to the number of copies of work and line projects which the originating branch is required to submit for review and approval, a number of additional copies should be on file in the branch to fill any special requests for copies which may be made.

V JOINT PROJECTS

A Preparation of Project Statements - Statements for projects where allotment of funds to more than one agency is contemplated should be prepared jointly by the agencies concerned. Research leaders in the branches are authorized to work directly with other agencies of the Department in the initial development of such project proposals, provided, however, that prior clearance of proposed cooperative activity is secured in each case from the Assistant Administrator for Marketing. The following points should be observed in preparing projects covering such cooperative work.

1 Under Agency list each agency requesting an allotment of funds for this work with the name of the agency having leadership responsibility shown first.

2 Project leaders in each agency should be shown.

3 Description of Work should specify in separate paragraphs what each agency will do. It should state which agency is to provide leadership in the work.

4 Signatures of representatives of all agencies requesting an allotment of funds should be provided.

PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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B Number of Copies and Routing

1 Projects in which PMA Has Leadership Responsibility -  
If PMA is the agency assuming leadership for the project, the branch should consult the agencies cooperating as to the number of copies they desire for their own use. For PMA use eight copies are required and four copies are required for the use of the Administrator, Research and Marketing Act. Therefore, twelve copies (one signed by the Branch Director and by appropriate officials of cooperating agency; others conformed) plus additional copies which the cooperating agencies may desire should be submitted to the Assistant Administrator for Marketing with an accompanying transmittal memorandum (original and three copies) addressed to the Administrator, Research and Marketing Act, for signature of the Assistant Administrator for Marketing. Before submission to the Assistant Administrator for Marketing, the Branch shall secure the signatures of all cooperating agency representatives on the total number of copies required. From that point, the routing procedure outlined under Paragraph IV will be followed.

2 Projects in which PMA Does Not Have Leadership Responsibilities - If a PMA branch is only cooperating on a project, the branch shall submit nine copies of the project (five for ultimate retention in PMA; four for the Administrator, RMA) plus additional copies which the other cooperating agencies wish to have signed by PMA, to the Assistant Administrator for Marketing with an accompanying transmittal memorandum addressed to him. The Assistant Administrator for Marketing will follow the same routing procedures as for other projects except that after affixing his signature he will not submit the project proposal to the Administrator, Research and Marketing Act, but will return all copies except three to the branch concerned. The branch shall return copies as required to the agency having leadership responsibility for additional approvals and submission to the Administrator, Research and Marketing Act. The branch should inform the leadership agency that two copies of the statement with the approval of the Administrator, Research and Marketing Act, indicated are desired by PMA so that that agency will submit a sufficient number of copies to the Administrator, Research and Marketing Act, to make possible such distribution. After the project statement has been signed by all other agencies concerned and by the Administrator, Research and Marketing Act, and two facsimiled copies are made

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(V B)

available to PMA, the Assistant Administrator for Marketing will send one copy to the branch concerned and one copy to the PMA Research Reference Service. (The agency having leadership for the project will provide the reference copies to the Departmental project files.)

VI FUND REQUIREMENTS

Cost estimates for carrying out new proposed projects should be submitted on Form RMA-5 and should accompany the submission of the project proposal. This form shall also be used for projects approved in one fiscal year which are being recommended for continuance without change in project write-up in the succeeding fiscal year and for changes in allotment during the fiscal year. In these two instances, no project statement need be submitted. Where a PMA branch is cooperating with another or several agencies on a particular project, the branch shall submit the form covering only its part of the estimated cost. (Note: Form PMA-195, "Estimate of Obligations for '00-All Other' by Months", should be revised in accordance with PMA Instruction 130.1 when changes in branch RMA allotments occur during the fiscal year or other changes are made in the monthly distribution of obligations for the RMA fund, the original to be submitted to the Fiscal Branch and a copy furnished the Budget Division.) Form RMA-5 may be secured from the Budget Division, EM Branch.

A Preparation of Form RMA-5 - Following are points which should be observed in preparing RMA-5.

1 Items 6 and 7 - The first column, "Prior Fiscal Year 19 Actual", should always be completed when funds are requested for a project for which an allotment in a previous year has been made. Under Item 6, this column preferably should show actual obligations but if this information is not readily available, the previous fiscal year allotment may be given. Under "Current Fiscal Year" the column, "19 (Previous)", should be completed only when an addition or decrease in funds for an existing project is proposed during the fiscal year. The last previous estimate of cost and personnel requirements submitted for the current fiscal year should be shown. The column "19 Present" should always be completed and should show the cost and personnel requirements of the project as estimated at the time of submission of the form.

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(VI A)

2 Item 7(b) "Deduct Lapses" - "Lapses" mean the months during which permanent positions are unfilled, or position incumbents are absent without pay, converted to man-years. For example, five permanent positions may have been established or may be contemplated to conduct a certain project, three of which, it is estimated, will be filled a full 12-months period. Two of these positions, however, it is estimated, will be unfilled for six months during the year, which would mean a lapse of one man-year. Therefore, in this case, computation under Item d, "Man-years", would be four.

3 Item 8 - This item should always be completed. It should explain the basis for the estimate indicated under Item 6 giving information on: the particular phase of the work to be performed during the fiscal year, the contracts and agreements to be entered into, the types of personnel required for the work, the portion of the funds required to place previously initiated work on a full-year basis, planned expansion or intensification of the work, and such other items of justification as may be applicable in the particular case. It should also explain unusual items of cost (as indicated on the form). Following are examples of appropriate statements which have been reviewed by the Office of the Administrator, Research and Marketing Act:

a For new projects - "The work this fiscal year will be concentrated on determination of losses in quality in transfers of commodities from the farm to the wholesaler in the Pacific Northwest. This will involve the cooperative agreement with the State College at \_\_\_\_\_. It will also require the stationing of three inspectors and two clerks at \_\_\_\_\_ for this fiscal year."

b For requesting additional funds for existing projects during the fiscal year - "The grading work on Florida tangerines is to be extended to cover bulk shipments as well as boxed fruit. Recent developments in the industry involving increased bulk shipments of fruit have made a material change in the margins of packers which can be evaluated only if grades of fruit shipped unboxed are known. This will require two graders for a period of about four months during the year."

c Continuation of a project initiated on a part-time basis in the previous fiscal year - "Of the \$8,500-increase,

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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(V) A)

\$4,500 is required to place the work begun in 1948 on a full-year basis, since the work was started in December. The additional \$4,000 will be used for ...."

B Number of Copies - The original and six copies of the Form RMA-5 should be submitted to the Assistant Administrator for Marketing. Background information which would be helpful in considering fund requests but which would not appropriately be included in Item 8 of the form may be incorporated in a memorandum addressed to the Administrator, Research and Marketing Act, for the signature of the Assistant Administrator for Marketing and submitted with RMA-5 in an original and six copies.

VII REVISION OF PROJECT STATEMENTS

A Work Projects - In cases where the substance of the object or plan of work for any work project is changed regardless of whether the amount of the allotment is to be changed, a completely revised project write-up should be prepared and dittoed by the originating branch and submitted in the same number of copies as for the new projects, to the Assistant Administrator for Marketing. The revised project proposal shall be accompanied by a memorandum in an original and three copies for the signature of the Assistant Administrator for Marketing, addressed to the Administrator, Research and Marketing Act, justifying the change. The project number of the revised project will be the number of the old project followed by "Rev. (date)." The date shown should be the month and year of the revision written as follows: "12/48" for December 1948. If the amount of the allotment is to be changed, RMA Form 5 should also be submitted.

B Line Projects - When changes are to be made in line project statements, the same process as outlined above for revision of work project statements will be followed except that memoranda of justification will be signed by the branch director. If two or more line projects are to be combined, the branch will submit the proposed combined project accompanied by a memorandum addressed to the Assistant Administrator for Marketing explaining the action taken and recommending cancellation of the original projects. Nine copies of revised or combined line projects will be required, and the same routing and approval process as for original submission of line projects will be followed.

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PROCEDURE FOR INITIATING AND REVISING PROJECTS UNDER THE  
RESEARCH AND MARKETING ACT

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VIII PMA RESEARCH REFERENCE SERVICE

A centrally located record of all PMA research and marketing service activities will be maintained. This record will include a file of all work and line projects proposed and approved; copies of all work project fund requirement estimates (Forms RMA-5); copies of all official intra-Departmental correspondence transmitting, explaining, or justifying projects or fund estimates; and all official material relating to the development and progress of the work on the various projects which is prepared from time to time by the various branches in compliance with various reporting requirements. When a project is completed, this record will include the final reports on the research and program accomplishments. For administrative convenience, this record system will be administratively set up as a special unit in the Budget Division of the EM Branch. This reference service unit will maintain a record so integrated and organized that it can readily provide: (a) information and data on research and service programs having been or being performed in PMA for use by research leaders and the technical research workers in the program branches, (b) similar reference material and summary tables and other compilations and reports of data on research and marketing service activity for use by the Office of the Assistant Administrator for Marketing and others charged with over-all planning and direction, with preparation of budgets, recruitment of personnel, and other activities essential to the progress of the research and marketing service work, (c) copies of project statements and reports as necessary to gear into the uniform project record system for research and service work established for the Department as a whole.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
RESEARCH AND MARKETING ACT

1. Project No. \_\_\_\_\_  
2. Branch \_\_\_\_\_  
3. Agency \_\_\_\_\_

4. RMA Financial Project Title:

(a) RMA Work Project Title

5. Act Title:6. Description of Work:

(a) Problem and need for work

(b) Object

(c) Plan

Note: Statements under (a), (b), and (c) of No. 6 above should be complete summary paragraphs confined to this page only. Any additional explanation or elaboration should be given on page 2 or any additional pages.

7. Approved:

\_\_\_\_\_  
Branch Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant Administrator for Marketing, PMA

Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator, Research and Marketing Act

Date: \_\_\_\_\_

8. Project No. \_\_\_\_\_

9. Leaders: (a) \_\_\_\_\_ (b) Direct

10. Date commenced: \_\_\_\_\_

11. Probable duration: \_\_\_\_\_

12. Location: \_\_\_\_\_

(a) Headquarters \_\_\_\_\_

(b) Area to be covered \_\_\_\_\_

13. Cooperation: \_\_\_\_\_

14. Further explanation and elaboration of (a) problems and need for work,  
(b) objective, and (c) plan: